

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **MARILYN N. MANAIG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.63	(2.32)
b. Students (50%)		4.86	(2.43)
Total for Instruction	80%	4.75	3.80
2. Research			
3. Extension	20%	4.50	0.90
4. Administration			
5. Production			
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: 4.70

Add. Additional Points, if any:

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:

MARILYN N. MANAIG
Name of Faculty

Reviewed by:


JOEL Q. MABALHIN
Department Head

Recommending Approval:


BAYRON S. BARREDO
College Dean

Approved:


BEATRIZ S. BELONIAS
f. VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILYN N. MANAIG, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-J January to June 2022.

Approved:

MARILYN N. MANAIG
Associate Professor 1
Date: July 12, 2022

JOEL Q. MABALHIN
Department Head
Date: 07-13-2022

BAYRON S. BARREDO
College Dean
Date: 7-13-22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		<i>A3 . Number of students advised on thesis/special problem/dissertation</i>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>A4 . Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>	2						
	<u>PI 9:</u> Number of instructional materials developed *	<i>A5 . Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	26.55	5	5	5	5.00	Eing 103- 3 sections, Eing 121 - 3 sections, Engl 136 - 1 section, PrEd 200n-16 students
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	8	5	4	4	4.33	
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	22	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	VSU Faculty Onboarding Preparing an Outcome-based Education Course Syllabus for Graduate
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	12	5	4	4	4.33	

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	700	5	4	4	4.33	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		15	5	4	4	4.33	
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	50	279	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:			16	5	4	4	4.33	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	279	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>		1	4	4	4	4.00	
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	1	4	4	4	4.00	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	20	30	5	5	5	5.00	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	30	5	4	4	4.33	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1						
		In refereed int'l journals								
		In refereed nat'l/regional journals		1						
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							

		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	DepEd- Bayaby City Division
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		17	5	4	4	4.33	I Can Do It:research Capability Building for Basic Education
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	

[illegible]

UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity					
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant					
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % cor	Comments & Recommendation for Development Purpose: <i>You always deliver your tasks with a heart, a unique trait that nobody else has, but you only. Keep up the good work.</i>				
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating									
Average Rating								4.67	
Adjectival Rating								Outstanding	

Evaluated & Rated by:

Joel Q. Mabalhin
JOEL Q. MABALHIN

Department Head

Date: 07-19-2021

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO

CoEd

Date:

7-15-21

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

7-28-21

PERFORMANCE MONITORING FORM

Name of Employee: MARILYN N. MANAIG

Task no.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach undergraduate courses	18 FTE	1st week of January, 2022	Before the end of semester	June, 2022	Very Impressive	Outstanding	26.55 FTE
2	Develop supplemental learning resources & assessment tools	Develop 1 supplemental learning & 1 assessment tool	1st week of January, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Developed 30 supplemental learnings & 30 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of January, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Advised and served 1 organization
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of January, 2022	Before end of the Semester	March 4 and April 1, 2022	Very Impressive	Outstanding	Conducted 1 Extension Activity

*Either very impressive, impressive, needs improvement, poor, very poor,

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:



JOEL MABALHIN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILYN N. MANAIG

Performance Rating: 4.67

Aim: Increases involvement in research and extension activities
Produces instructional materials on handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2022 Target Date: July-December, 2022

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June, 2022 Target Date: July-December, 2022

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright


Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research


Final Step/Reccomendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL Q. MABALHIN
Unit Head

Conforme:


MARILYN N. MANAIG
Name of Ratee Faculty/Staff